

Wisconsin Training Registry - Training Checklist

Before the Training:

- ☐ Request the training link for the class using the website link below; please allow 7 business days for the creation of the link.
<http://www.uwgb.edu/registry/instructors/class-roster/>
- ☐ Print a copy of the roster template for participants to sign in. It is helpful to submit the handwritten roster as we are able to catch typos that occur during online registration
www.uwgb.edu/UWGCMS/media/CBRF-Registry/files/CBRF-Training-Class-Roster-Able-to-Type.pdf
- ☐ Make sure the curriculum links are working. Test Power Points and videos with the technology that will be used during the training. Please contact Wisconsin Training Registry if assistance is needed. Phone 920-465-2315 or email registry@uwgb.edu
- ☐ Print Participant Guides for the training.
- ☐ Print Test for training.
- ☐ Organize materials for the training (Facilitator Guide, technology, materials for Skills Test...)

During the Training:

- ☐ Double check the handwritten roster to ensure that participants have filled out all of the information correctly: first name, last name, middle initial, date of birth, phone number, email address, and zip code. If not legible, please correct.
- ☐ Confirm each student's identity (e.g. driver's license, employer statement, etc.)
- ☐ Provide the students with a copy of the Participant Guide and any other materials required in the Facilitator Guide.
- ☐ Allow one 15 minute break for every 2 hours of class time if desired.
- ☐ Teach curriculum; facilitate activities; maintain professionalism
- ☐ Distribute the written test
 - ☐ Use the current test questions provided
 - ☐ Monitor students to assure independent test results
 - ☐ Allow/encourage students to use Participant Guide during the test
 - ☐ If requested, read questions aloud for Standard Precautions, Fire Safety, and First Aid and Choking. It is NOT PERMITTED to read Medication Administration questions for the written or skills tests.
 - ☐ If a participant does not earn a 90% or above on the written test, allow the student to re-take the test 1 time **on the same day**.
 - ☐ If the student fails a second time, inform the student that they need to retake the training.
- ☐ Ensure that training meets minimum length requirements:
 - ☐ Standard Precautions = 2 hours without testing
 - ☐ Fire Safety = 3 hours without testing
 - ☐ First Aid and Choking = 4 hours without testing
 - ☐ Medication Administration = 2 days and 14 hours including testing
--do not exceed 10:1 student : trainer ratio for Medication Administration
- ☐ Have participants complete the instructor evaluation prior to leaving class.

- ☐ Provide each participant with a written copy of the evaluation form.
www.uwgb.edu/UWGBCMS/media/CBRF-Registry/files/CBRF-Instructor-Evaluation-Instructions.pdf
Or give direct link to evaluation at:
https://uwgreenbay.ca1.qualtrics.com/jfe/form/SV_00OqGw6grmi2hE2
- ☐ Have students complete the online survey prior to leaving class. They may use their phones to complete the survey.

After the Training:

- ☐ Within 10 business days, enter and upload participants' information using the emailed training link. See detailed directions below.
www.uwgb.edu/registry/instructors/class-roster/
- ☐ Attach the handwritten roster during registration using the 'Browse' feature; the handwritten roster only needs to be added once per class during registration. *Make sure the instructor's signature and date are at the bottom of the roster.
- ☐ Double check that participant's name and information were entered correctly before clicking 'submit' and paying for the class. Correct as needed.
- ☐ Pay the \$20 per participant per training within 10 business days of the class. Mastercard and Visa are accepted forms of payment.
- ☐ Check the online registry to make sure participants are registered in the training. Below is the website link to look up the list of participants registered in each class.
www.uwgb.edu/registry/instructor-registry/class-lookup-by-instructor/
- ☐ If applicable, have your consultant fill out the evaluation.
uwgreenbay.qualtrics.com/jfe/form/SV_5pckOvjKMjDT1Gt
- ☐ Be sure to keep the handwritten roster AND completed exams for at least 2 years.